

About this course

This course builds upon the foundation skills to allow you to take advantage of the more complex features in Word.

You will learn how to create different headers and footers on different pages using section breaks, track and protect changes and how to create Building Blocks to quickly add in frequently used text or graphics.

This course also looks at understanding themes and styles to format documents quickly and consistently as well as working with pictures and graphics.

What you'll learn

Document Layout

- Inserting section breaks
- Headers & footers in sections
- Inserting columns

Advanced Tables

- Merge or split cells
- Sorting in a table
- Table headings
- Table properties
- Calculations in a table
- Convert table to text

Building Blocks

- Using Building Blocks
- Using Quick Parts
- AutoText
- Creating Building Blocks
- Modifying Building Blocks

Themes

- Using themes
- Theme colours
- Theme fonts
- Theme effects
- Creating themes

Styles

- Style sets
- Using styles

Document Outlines

- Outline view
- Outlining a document
- Using an outline
- The Navigation Pane

Pictures & Graphics

- Inserting pictures
- Modifying pictures
- Adding shapes
- Modifying shapes
- Adding text boxes
- SmartArt graphics
- WordArt
- Watermarks

Collaborating & Sharing

- Inserting comments
- Tracking changes
- Sharing documents
- Reviewing changes
- Combine documents
- Compare documents
- Show/hide mark up
- Viewing document properties

Protecting documents

- Restrict formatting & editing
- Set as read only
- Password protect document
- Mark document as final

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